



TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

For the Meeting of Wednesday
February 19, 2014

7:00 P.M. Regular Meeting

District Office
1800 Willow Lake Road



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**NOTICE OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY**
Wednesday February 19, 2014
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time that item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

C. PRESENTATIONS

1. Luhdorff & Scalmanini - Presentation - Ground Water Basin

D. PRESIDENT REPORT AND DIRECTORS' COMMENTS

E. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. DRAFT minutes of previous special meeting dated February 1, 2014
2. DRAFT minutes of previous regular meeting dated February 5, 2014
3. Approve Register of District Invoices
4. Approve Town of Discovery Bay Community Services District Job Description - Maintenance Worker Trainee

F. NEW BUSINESS AND ACTION ITEMS

1. Mission, Vision, Goals and Values Statement
2. Establishment of Community Foundation

G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. Park Transfer Agreement Between the Town of Discovery Bay and Contra Costa County

H. VEOLIA REPORT

1. Veolia Report for the month of January

I. MANAGER'S REPORTS

J. GENERAL MANAGER'S REPORT – Discussion and Possible Action

K. DISTRICT LEGAL COUNSEL REPORT

L. COMMITTEE UPDATES – Discussion and Possible Action

1. Community Center Status Report (No written report)

M. CORRESPONDENCE – Discussion and Possible Action

1. R – State Route 4 Bypass meeting minutes dated September 23, 2013
2. R – Discovery Bay P-6 Zone Citizen Advisory Committee DRAFT minutes dated October 14, 2013
3. R – Contra Costa County Aviation Advisory Committee meeting minutes dated November 14, 2013
4. R – East Contra Costa County Fire Protection District meeting minutes dated January 6, 2014
5. R – East Contra Costa County Fire Protection District meeting minutes dated January 21, 2014

N. PUBLIC RECORD REQUESTS RECEIVED

O. FUTURE AGENDA ITEMS

P. ADJOURNMENT

1. Adjourn to the next Regular meeting dated March 5, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road-Located behind the Delta Community Presbyterian Church.

“This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting.”

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay CSD after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



No Back Up
Documentation
For Agenda Item # C-1



No Back Up
Documentation
For Agenda Item # D



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY**
Saturday February 1, 2014
SPECIAL MEETING - 9:00 A.M. to 12:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov

SPECIAL MEETING at 9:00 A.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 9:01 a.m. by President Simon
Pledge of Allegiance – Led by President Simon
Roll Call – All Present

B. PUBLIC COMMENTS (Public Comments will be limited to a 3-minute time limit)

None

C. SPECIAL MEETING ITEMS

1. FY2014-2015 Budget Calendar

2. Board Goals and Objectives for the 2014-2015 Year and Beyond

- Topics to be discussed may include a variety of subjects including issues related to Water, Wastewater, Landscape/Parks/Community Center and associated subjects.

General Manager Howard – Provided details of item C-1 and C-2. There was discussion between the General Manager, the Water and Wastewater Manager, the Parks and Landscape Manager, and the Board.

D. ADJOURNMENT

The meeting adjourned at 11:36 a.m. to the next Regular meeting of February 5, 2014 starting at 7:00 p.m. at 1800 Willow Lake Road.

//cmc – 02.03.14

<http://www.todb.ca.gov/content/agenda-and-minutes/>



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Chris Steele • Director – Kevin Graves • Director – Bill Pease • Director – Marianne Wiesen

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday February 5, 2014
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Simon

Pledge of Allegiance – Led by President Simon

Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

There was one Public Comment Speaker

C. PRESENTATIONS

None

D. AREA AGENCIES REPORTS / PRESENTATION

1 Sheriff's Office Report

Deputy Scheftner – Provided the law enforcement report for the month of January. There was discussion between the Board and Deputy Scheftner.

2. CHP Report

Officer Thomas – Provided an update of the services to the Town of Discovery Bay. There was discussion between the Officer, the Water and Wastewater Manager, and the Board

3. East Contra Costa Fire Protection District Report

Chief Henderson – Provided the East Contra Costa Fire Protection District report and the details for the month of January. There was discussion between Chief Henderson and the Board.

4. Supervisor Mary Piepho, District III Report

Karyn Cornell, Field Representative – Provided an update of several projects surrounding Discovery Bay. There was discussion between Karyn Cornell, the General Manager, and the Board.

E. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report

General Manager Howard – Provided an update from the Code Enforcement meeting

4. Special Districts Report** – No Report

****These meetings are held Quarterly**

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. DRAFT minutes of previous regular meeting dated January 22, 2014

2. Approve Register of District Invoices

3. Adoption of Resolution No. 2014-04 approving revised Town of Discovery Bay Employee Personnel Manual

President Simon – Pull Item F-3 for discussion

Motion by: Director Graves to approve the Consent Calendar with the exception of item F-3

Second by: Director Pease

Vote: Motion Carried – AYES: 5 NOES: 0

There was discussion between the Board and the General Manager regarding item F-3.

Motion by: Director Pease to change the name Winter Closure to Christmas Closure

Second by: Director Graves

There was one Public Comment Speaker. There was discussion between the Board and the General Manager.

Vote: Motion Carried – AYES: 5, NOES: 0

G. NEW BUSINESS AND ACTION ITEMS

1. Lift Station “F” Award of Bid to Koch and Koch, Inc. in the amount of \$410,700.00

General Manager Howard – Provided details of item G-1.

District Engineer Harris – Provided additional details of item G-1. There was discussion between the District Engineer, the Board, the Water and Wastewater Manager.

Motion by: Director Graves to reject the bid from the lowest Bid from Roger Cook Construction as non-responsive and non-responsible to the bid documents; (2) Award the bid to the lowest responsive and responsible bidder, Koch and Koch, Inc. in the amount of \$410,700.00; (3) authorize the General Manager to approve Contract Change Orders up to 10% of the contracted bid price; and (4) authorize the General Manager to execute all contract documents

Second by: Director Pease

Vote: Motion Carried – AYES: 5, NOES: 0

2. Establishment of Community Center Foundation

President Simon – Stated that item G-2 will be pulled and will be brought back at a future date.

3. Agency Comment Request – Land Use Permit Application – LP14-2003 – Hofmann Holdings L.P.

General Manager Howard – Provided details of item G-3.

Applicant – Provided a brief description of the concept for the Wine and Cheese Bar. There was discussion between the Board, the General Manager, and the Applicant. There was one Public Comment Speaker.

Motion by: Director Pease to send a letter to the Contra Costa County Department of Conservation and Development regarding the Agency Comment Request and stating that the Board has no negative comments

Second by: Director Graves

Vote: Motion Carried – AYES: 5, NOES: 0

4. 2014 Public Event Calendar for Recreation Services

General Manager Howard – Provided details of item G-4.

Parks and Landscaping Manager – Provided additional details of item G-4. There was discussion between the Board and the Parks and Landscaping Manager.

Motion by: Director Pease to approve the 2014 Public Event Calendar for Recreation Services as presented with the addition of the Great America Campout

Second by: Director Wiesen

Vote: Motion Carried – AYES: 5, NOES: 0

H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)

1. Community Center Budget Update for Improvement

General Manager Howard – Provided the details of item H-1.

Parks and Landscape Manager – Provided additional details of item H-1. There was discussion between the Parks and Landscape Manager, the General Manager, and the Board.

I. PRESIDENT REPORT AND DIRECTORS’ COMMENTS

Director Pease – Provided his report and the details of the Contra Costa Special District meeting dated February 3, 2014.

Director Graves – Provided his report and the details of the East Contra Costa County Fire Protection District meeting dated February 3, 2014.

Vice-President Steele – Stated that he will be attending the Town Hall for the Delta

J. MANAGER’S REPORT

None

K. GENERAL MANAGER’S REPORT

None

L. DISTRICT LEGAL COUNSEL REPORT

Legal Counsel Schroeder – Announced that he has been reassigned and he will no longer be representing the Town of Discovery Bay Board meetings. Rod Attebery will be attending the meetings from this point forward. President Simon stated for the entire Board that they have enjoyed working with Legal Counsel Schroeder and wish him the best.

M. COMMITTEE UPDATES – Discussion and Possible Action

1. Community Center Status Report (No written report)

N. CORRESPONDENCE – Discussion and Possible Action

1. R – Discovery Bay P6 Zone Citizen Advisory Committee DRAFT meeting minutes dated October 14, 2014
2. R – Byron Municipal Advisory Council DRAFT meeting minutes dated December 18, 2013

O. PUBLIC RECORD REQUESTS RECEIVED

1. Compensation requested of the General Manager

P. FUTURE AGENDA ITEMS

1. General Manager Annual Review

Q. ADJOURNMENT

The meeting adjourned at 8:00 p.m. to the next regular meeting dated February 19, 2014 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 02.11.14

<http://www.todb.ca.gov/content/agenda-and-minutes/>



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 19, 2014

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk
Submitted By: Rick Howard, General Manager

RH

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 163,453.97

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2013/2014
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2013/2014
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2013/2014

AGENDA ITEM: E-3

Request for authorization to pay invoices (RFA)
For the Meeting on February 19, 2014
Town of Discovery Bay CSD
For Fiscal Year's 7/13 - 6/14

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Administration				
Antioch Plumbing Inc.	6830	Water Heater Repair	02/05/14	\$144.96
Brut Force Janitorial	2/2014	Janitorial Service Feb 2014	02/03/14	\$200.00
Brut Force Janitorial	2/2014	Janitorial Service Feb 2014 (Z57,Z61)	02/03/14	\$50.00
Caselle, Inc.	55320	Monthly Support March 2014	02/01/14	\$1,110.00
Cash	Jan 2014	Petty Cash Reimb	02/10/14	\$39.00
Fairin Perez	Dec 2013	Expense Report May 2013-Dec 2014	02/12/14	\$30.76
Fairin Perez	Dec 2013	Expense Report May 2013-Dec 2014(Z35,Z57,Z61)	02/12/14	\$145.21
Fairin Perez	Jan 2014	Expense Report Jan 2014 (Z35,Z57)	02/12/14	\$10.45
Neopost (Postage Account)	7900044908384658/214	Postage	02/04/14	\$103.25
Odyssey Landscape Co, Inc.	36039447	Replanting (Z61)	01/31/14	\$425.00
Odyssey Landscape Co, Inc.	36039447.1	Irrigation Repairs (Z61)	01/31/14	\$385.00
Office Depot	691404075001	Office Supplies	01/20/14	\$55.64
Office Depot	691999520001	Office Supplies	01/23/14	\$47.92
Office Depot	691999664001	Office Supplies	01/23/14	\$8.93
Office Depot	691999665001	Office Supplies	01/23/14	\$9.75
Office Depot	692554740001	Office Supplies	01/28/14	\$227.38
Office Depot	693080033001	Office Supplies	01/31/14	\$66.33
Office Depot	694162926001	Office Supplies	01/21/14	\$65.09
ReliaStar Life Insurance Company	#JR52 457(B) 021514	457(b) 02/01/14-02/15/14	02/15/14	\$929.78
SDRMA	14399	Medical Benefits March 2014	02/05/14	\$3,048.78
U.S. Bank Corporate Payment System	4246044555703473/114	Medical Insurance	01/27/14	\$989.98
U.S. Bank Corporate Payment System	4246044555703473/114	Travel & Meetings	01/27/14	\$309.70
U.S. Bank Corporate Payment System	4246044555703473/114	Training & Education	01/27/14	\$69.00
U.S. Bank Corporate Payment System	4246044555703473/114	Dues & Subscriptions	01/27/14	\$65.00
U.S. Bank Corporate Payment System	4246044555703473/114	Memberships	01/27/14	\$190.00
U.S. Bank Corporate Payment System	4246044555703473/114	Telephone General	01/27/14	\$631.01
U.S. Bank Corporate Payment System	4246044555703473/114	Telecom Networking	01/27/14	\$140.00
U.S. Bank Corporate Payment System	4246044555703473/114	Vehicle & Equipment Fuel	01/27/14	\$46.33
U.S. Bank Corporate Payment System	4246044555703473/114	Info System Maintenance	01/27/14	\$200.00
U.S. Bank Corporate Payment System	4246044555703473/114	Computer Equipment	01/27/14	\$144.98
U.S. Bank Corporate Payment System	4246044555703473/114	Computer Software	01/27/14	\$29.95
U.S. Bank Corporate Payment System	4246044555703473/114	Office Supplies	01/27/14	\$27.42
U.S. Bank Corporate Payment System	4246044555703473/114	Office Maintenance	01/27/14	\$58.56
U.S. Bank Corporate Payment System	4246044555703473/114	Zone Reimb. (Z35, Z57, Z61)	01/27/14	\$272.76
U.S. Bank Corporate Payment System	4246044555703473/114	Special Expense	01/27/14	\$930.72
Verizon Wireless	9719128437	Cell Phone Bill Jan 2014	01/26/14	\$193.22
Verizon Wireless	9719128437	Cell Phone Bill Jan 2014	01/26/14	\$632.99
Watersavers Irrigation Inc.	1418334-00	Irrigation Repairs (Z61)	01/27/14	\$15.38
Watersavers Irrigation Inc.	1418479-00	Irrigation Repair (Z61)	01/27/14	\$14.94
			Administration	Sub-Total
				\$12,065.17
Water				
Bay Area News Group	0000727733/013114	Ordinance 24	01/31/14	\$42.44
Brentwood Tire Company	30830	Dump Trailer Repair	01/30/14	\$46.11
Discovery Pest Control	73719	Pest Control	02/07/14	\$28.00
Golden State Flow Measurement, Inc	I-040087	Water Meters	02/06/14	\$432.16
J.W. Backhoe & Construction, Inc.	2050	Leak on Discovery Point	02/01/14	\$3,116.48
ReliaStar Life Insurance Company	#JR52 457(B) 021514	457(b) 02/01/14-02/15/14	02/15/14	\$50.00
SDRMA	14399	Medical Benefits March 2014	02/05/14	\$663.00
U.S. Bank Corporate Payment System	4246044555703473/114	Travel & Meetings	01/27/14	\$12.00
U.S. Bank Corporate Payment System	4246044555703473/114	Telephone General	01/27/14	\$242.78
U.S. Bank Corporate Payment System	4246044555703473/114	Telecom Networking	01/27/14	\$28.00
U.S. Bank Corporate Payment System	4246044555703473/114	Vehicle & Equipment Fuel	01/27/14	\$477.59
U.S. Bank Corporate Payment System	4246044555703473/114	Automotive Supplies & Repairs	01/27/14	\$113.42
U.S. Bank Corporate Payment System	4246044555703473/114	Computer Equipment	01/27/14	\$284.79
U.S. Bank Corporate Payment System	4246044555703473/114	Small Tools	01/27/14	\$23.13
U.S. Bank Corporate Payment System	4246044555703473/114	Office Supplies	01/27/14	\$86.93
Veolia Water North America	35181	Monthly O&M Feb 2014	02/03/14	\$39,493.70
Verizon Wireless	9719128437	Cell Phone Bill Jan 2014	01/26/14	\$160.15
			Water	Sub-Total
				\$45,300.68

Wastewater

Bay Area News Group	0000727733/013114	Pump Station F	01/31/14	\$281.25
Bay Area News Group	0000727733/013114	Ordinance 24	01/31/14	\$63.66
Brentwood Ace Hardware	808/013014	General Repairs	01/30/14	\$57.40
Brentwood Ace Hardware	808/013014	Small Tools	01/30/14	\$17.56
Brentwood Ace Hardware	808/013014	Misc Items Solids Improvements	01/30/14	\$87.36
Brentwood Tire Company	30830	Dump Trailer Repair	01/30/14	\$69.16
Cramer, Frank	Jan 2014	Expense Report Jan 2014	01/06/14	\$145.77
Discovery Pest Control	73719	Pest Control	02/07/14	\$42.00
Herwit Engineering	14-1	Professional Services Jan 2014	02/03/14	\$8,753.84
Herwit Engineering	DB-NPP-2	Newport Point	02/03/14	\$80.00
Herwit Engineering	DB-PNT-3	Pantages	02/03/14	\$400.00
J.W. Backhoe & Construction, Inc.	2041	Plant #2 Valve Repairs	01/30/14	\$9,345.74
Pacific Gas & Electric	1181942262-4/013014	Electric & Gas Bill 12/21/13-01/08/14	01/30/14	\$3,224.48
ReliaStar Life Insurance Company	#JR52 457(B) 021514	457(b) 02/01/14-02/15/14	02/15/14	\$75.00
Stantec Consulting Services Inc	764160	Wastewater Permit Renewal	02/07/14	\$3,078.00
U.S. Bank Corporate Payment System	4246044555703473/114	Fiber Optic Project	01/27/14	\$269.35
U.S. Bank Corporate Payment System	4246044555703473/114	Telephone General	01/27/14	\$532.40
U.S. Bank Corporate Payment System	4246044555703473/114	Telecom Networking	01/27/14	\$42.00
U.S. Bank Corporate Payment System	4246044555703473/114	Vehicle & Equipment Fuel	01/27/14	\$155.39
U.S. Bank Corporate Payment System	4246044555703473/114	Automotive Supplies & Repairs	01/27/14	\$268.65
U.S. Bank Corporate Payment System	4246044555703473/114	General Repairs	01/27/14	\$147.88
U.S. Bank Corporate Payment System	4246044555703473/114	Computer Equipment	01/27/14	\$465.13
U.S. Bank Corporate Payment System	4246044555703473/114	Small Tools	01/27/14	\$56.77
U.S. Bank Corporate Payment System	4246044555703473/114	Office Supplies	01/27/14	\$119.15
Veolia Water North America	35181	Monthly O&M Feb 2014	02/03/14	\$59,240.54
Verizon Wireless	9719128437	Cell Phone Bill Jan 2014	01/26/14	\$81.09

Wastewater Sub-Total \$87,099.57

Community Center

Community Center Sub-Total \$0.00

Grand Total \$144,465.42

Request For Authorization To Pay Invoices (RFA)
For the Meeting on February 19, 2014
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/13 - 6/14

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Brentwood Ace Hardware	808/013014	Community Center-Countertops	01/30/14	\$73.18
Brentwood Ace Hardware	808/013014	Misc. Items	01/30/14	\$168.59
Brentwood Ace Hardware	808/013014	Small Tools	01/30/14	\$110.00
Brentwood Ace Hardware	808/013014	Community Center-Tools	01/30/14	\$57.89
Brentwood Tire Company	30830	Dump Trailer Repair	01/30/14	\$115.26
Brut Force Janitorial	2/2014	Janitorial Service Feb 2014	02/03/14	\$190.00
Brut Force Janitorial	2A	Community Center-Janitorial Feb 2014	02/03/14	\$400.00
Contra Costa Environmental Health Div.	IN0144580	Community Center-Permit	02/05/14	\$730.00
Cozette Hileman	1	Community Center-Program Fee	02/06/14	\$1,108.00
Delta Debris Box Service	903669	Community Center-20 Yd	01/31/14	\$483.00
Department of Justice	18995	Community Center-Fingerprinting	02/05/14	\$147.00
Discovery Bay Disposal	17-0001966/013114	Com 2Yd Bin	01/31/14	\$285.57
Discovery Bay Disposal	17-0013218/013114	Community Center-2 Yd	01/31/14	\$285.57
Elite Comfort Systems	6766	Community Center-Repair	02/07/14	\$418.00
Express Labs Inc.	40343	Community Center-Testing	01/31/14	\$99.90
Fairin Perez	Dec 2013	Expense Report May 2013-Dec 2014	02/12/14	\$5.00
Fairin Perez	Dec 2013	Expense Report May 2013-Dec 2014	02/12/14	\$197.47
Fairin Perez	Dec 2013	Community Center-Expense Report May 2013-Dec 2014	02/12/14	\$682.52
Fairin Perez	Jan 2014	Community Center-Expense Report Jan 2014	02/12/14	\$26.17
Fairin Perez	Jan 2014	Expense Report Jan 2014	02/12/14	\$2.83
Fairin Perez	Jan 2014	Community Center-Expense Report Jan 2014	02/12/14	\$61.30
Jacqueline Carabello	1	Community Center-Reimb of Class Cancelation	02/10/14	\$70.00
Janelle Larsen	1	Community Center-Reimb of Class Cancelation (2)	02/10/14	\$190.00
Karina Dugand	1	Community Center-Program Fee	02/04/14	\$1,112.00
Odyssey Landscape Co, Inc.	36039447.1	Irrigation Repairs	01/31/14	\$210.00
Office Depot	691999520001	Office Supplies	01/23/14	\$60.07
Office Depot	691999664001	Community Center-Office Supplies	01/23/14	\$53.13
Office Depot	691999665001	Community Center-Office Supplies	01/23/14	\$54.13
Office Depot	692554740001	Community Center-Office Supplies	01/28/14	\$37.28
Office Depot	693080033001	Community Center-Office Supplies	01/31/14	\$106.12
U.S. Bank Corporate Payment System	4246044555703473/114	Community Center-Renovation	01/27/14	\$5,305.13
U.S. Bank Corporate Payment System	4246044555703473/114	Training & Education	01/27/14	\$480.50
U.S. Bank Corporate Payment System	4246044555703473/114	Dues & Subscriptions	01/27/14	\$30.00
U.S. Bank Corporate Payment System	4246044555703473/114	Memberships	01/27/14	\$235.00
U.S. Bank Corporate Payment System	4246044555703473/114	Telephone General	01/27/14	\$100.02
U.S. Bank Corporate Payment System	4246044555703473/114	Telecom Networking	01/27/14	\$35.00
U.S. Bank Corporate Payment System	4246044555703473/114	Vehicle & Equipment Fuel	01/27/14	\$191.01
U.S. Bank Corporate Payment System	4246044555703473/114	Equipment Maintenance	01/27/14	\$79.80
U.S. Bank Corporate Payment System	4246044555703473/114	Equipment Repair	01/27/14	\$48.00
U.S. Bank Corporate Payment System	4246044555703473/114	Office Supplies	01/27/14	\$312.34
U.S. Bank Corporate Payment System	4246044555703473/114	Special Expense	01/27/14	\$50.00
U.S. Bank Corporate Payment System	4246044555703473/114	Community Center-Training & Education	01/27/14	\$40.00
U.S. Bank Corporate Payment System	4246044555703473/114	Community Center-Membership	01/27/14	\$59.00
U.S. Bank Corporate Payment System	4246044555703473/114	Community Center-Telephone General	01/27/14	\$276.11
U.S. Bank Corporate Payment System	4246044555703473/114	Community Center-General Repairs	01/27/14	\$556.79
U.S. Bank Corporate Payment System	4246044555703473/114	Community Center-Monthly Software	01/27/14	\$249.00
U.S. Bank Corporate Payment System	4246044555703473/114	Community Center-Office Supplies	01/27/14	\$270.05
U.S. Bank Corporate Payment System	4246044555703473/114	Community Center-Equipment Rental	01/27/14	\$266.41
U.S. Bank Corporate Payment System	4246044555703473/114	Community Center-Misc. Service & Supplies	01/27/14	\$629.06
Verizon Wireless	9719128437	Cell Phone Bill Jan 2014	01/26/14	\$109.15
Verizon Wireless	9719128437	Community Center-Cell Phone Bill Jan 2014	01/26/14	\$193.64
Watersavers Irrigation Inc.	1416531-00	Community Center-Irrigation Repairs	01/21/14	\$126.74
Watersavers Irrigation Inc.	1419291-00	Community Center-Repairs	01/29/14	\$9.11
Watersavers Irrigation Inc.	2855/013114	Finance Charge	01/31/14	\$2.02
Williams Sanitary Service	25904	Community Center-Toilet Rental	02/03/14	\$280.83
Total				\$17,474.69

Request For Authorization To Pay Invoices (RFA)
For the Meeting on February 19, 2014
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/13 - 6/14

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Brentwood Tire Company	30830	Dump Trailer Repair	01/30/14	\$115.26
Brut Force Janitorial	2/2014	Janitorial Service Feb 2014	02/03/14	\$25.00
Fairin Perez	Dec 2014	Expense Report May 2013-Dec 2014	02/12/14	\$75.99
Fairin Perez	Jan 2014	Expense Report Jan 2014	02/12/14	\$4.99
Office Team	39658918	Office Asst Week Ending 01/24/14	01/28/14	\$334.08
U.S. Bank Corporate Payment System	4246044555703473/114	Travel & Meetings	01/27/14	\$5.20
U.S. Bank Corporate Payment System	4246044555703473/114	Training & Education	01/27/14	\$149.00
U.S. Bank Corporate Payment System	4246044555703473/114	Memberships	01/27/14	\$180.00
U.S. Bank Corporate Payment System	4246044555703473/114	Telephone General	01/27/14	\$46.90
U.S. Bank Corporate Payment System	4246044555703473/114	Telecom Networking	01/27/14	\$35.00
U.S. Bank Corporate Payment System	4246044555703473/114	Vehicle & Equipment Fuel	01/27/14	\$140.64
U.S. Bank Corporate Payment System	4246044555703473/114	Office Supplies	01/27/14	\$237.58
Verizon Wireless	9719128437	Cell Phone Bill Jan 2014	01/26/14	\$109.16
Watersavers Irrigation Inc.	1419288-00	Tools	01/29/14	\$55.06
			Total	\$1,513.86



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date
February 19, 2014

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Approve Town of Discovery Bay Community Services District Job Description - Maintenance Worker Trainee

Recommended Action

It is recommended that the Board of Directors approve the Job Description for Maintenance Worker Trainee/I/II and include the Maintenance Worker Trainee position in the Authorized Position Schedule at Wage Control Code 125.

Executive Summary

The Town of Discovery Bay employs fourteen (14) regular full-time employees. Each employee has an individual job description and corresponding location in the salary schedule that provides potential job applicants, employees, and supervisory staff and managers with a comprehensive description of the employee's particular job classification and pay scale.

In 2013 one of our Park and Maintenance Worker II employees retired and this position has been filled by a Part Time, Temporary, Seasonal employee (PST) since that time. Staff recommends that the vacant Parks Maintenance Worker II position be eliminated and that the Maintenance Worker Trainee/I/II (Water/Wastewater) classification be established.

It is recommended that the job description for this authorized position be approved at this time as well as the corresponding wage rate based upon the adopted wage scale. This position is a fully benefitted position.

It is expected that the position will be filled as a Maintenance Worker Trainee. The Wage Range Code for the position is 125 and the salary range is minimum \$14.47 hourly to a maximum of \$18.09 hourly.

Fiscal Impact:

Amount Requested \$N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

Attachments

Employee Job Description

AGENDA ITEM: E-4

TOWN OF DISCOVER BAY COMMUNITY SERVICES DISTRICT

MAINTENANCE WORKER TRAINEE (WATER/WASTEWATER)

Class Description

DEPARTMENT/DIVISION Water/Wastewater

DEFINITION

Under general supervision of the Water/Wastewater Manager, performs a variety of semi-skilled work in the construction, modification, maintenance, repair and operation of District infrastructure, including structures, parks, and other District facilities; performs related work as assigned; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision by a manager or higher-level supervisor. No direct supervision of staff is exercised. The higher-level class may exercise technical and functional lead supervision over the lower-level class.

CLASS CHARACTERISTICS

This is the entry level position in the Maintenance Worker job class. This is an experienced class, capable of performing a wide variety of work to ensure that the public facilities, grounds and infrastructure of the District are maintained in a safe and effective working condition. Responsibilities may include performing work in all operational and maintenance areas, depending upon the immediate needs of the District. While incumbents may possess craft or journey-level skills in one or more areas of activity, all are expected to be able to perform basic maintenance and repair in all areas of assignment. This class is distinguished from the Maintenance Worker I and Maintenance Worker II in that the Maintenance Worker I possesses two plus years experience and the Maintenance Worker II possesses five plus years experience and has lead responsibility for assigning and directing the work of staff and individually performs the more skilled maintenance work.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs repairs, maintains District facilities and assets, including buildings, grounds, and equipment.
- Assists with the installation, repair, and testing of water meters.
- Assists with the repair of meter services such meter connections, angle stops, and service stops.
- May be required to clean weeds, bushes and trim trees in the immediate vicinity of meter services.
- May be required to meet with customers regarding low pressure, high pressure, and water quality issues.
- Performs leak tests.
- May be required to shut off service, and/or remove or replace meters, as directed.
- Distributes customer notices, as directed.
- As qualified and assigned, operates and performs basic servicing, preventive maintenance and inspections to equipment such as power and hand tools, trucks, backhoes, loaders and related construction equipment.
- Inspects assigned areas; corrects or reports safety hazards; picks up trash and litter.
- Performs routine maintenance and facility repair activities.
- Under direction, may assist in determining the location of underground utilities, and marks them accordingly.
- Inspects assigned areas; corrects or reports safety hazards; and removes illegal signs.
- Operates and maintains a variety of hand and power tools and equipment, including small tractors, weed eaters, chainsaws, rakes, shovels, brooms and other tools.
- Performs basic maintenance to District facilities; paints the inside and outside of District buildings; removes graffiti and repairs vandalism.

- Moves and arranges furniture and equipment as assigned, including set-up and take down of furniture and facilities for special events and meetings.
- Maintains cleanliness of assigned work areas, vehicles and facilities.
- Attends training and safety meetings as necessary.
- Performs or assists in the inspection of the work of contractors or vendors performing maintenance, reports to management.
- Observes safe work methods and uses safety equipment; secures worksites from traffic hazards as necessary.
- Responds to questions and complaints from the public; carries out assignments in a nondisruptive manner in areas receiving heavy public use.
- Responds to emergency situations during off-hours, as required; maintains employee standby availability on as needed basis.
- Maintains public facilities, shop areas and other buildings in a clean and orderly condition; performs assigned custodial work.
- Maintains basic logs and records of work performed and materials and equipment used.
- Assists Supervising Staff with special projects as required.
- Contributes to a positive work environment by participating in solutions to problems as they occur.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Maintenance principles, practices, tools and materials for maintaining and repairing of facilities.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and equipment related to the work.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals (once trained in that handling).
- Basic painting, plumbing and carpentry methods, tools and techniques.
- Applicable codes and regulations.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Principles and practices used in dealing with the public.
- Basic Principles and procedures of record keeping.
- English usage, spelling, vocabulary, grammar, and punctuation.
- General principles of risk management related to the functions of the assigned area.
- Basic arithmetic.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff, in person and over the telephone.
- Safe driving principles and practices.
- Safe work practices.

Skill in:

- Performing semi-skilled construction, modification, maintenance and repair work on buildings and other District facilities and equipment.
- Setting up and operating a traffic area zone, including cones, barricades and flagging.
- Troubleshooting maintenance problems and determining materials and supplies required for repair.
- Using and maintaining tools and equipment related to the work skillfully and safely.
- Reading and interpreting construction drawings and specifications.
- Maintaining accurate logs, records and basic written records of work performed.
- Following District and department policies and procedures related to assigned duties.
- Preparing and maintaining accurate logs, records, and basic written reports of work performed.
- Giving, as well as understanding and following oral and written instructions.
- Making basic accurate arithmetic calculations.
- Exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Organizing own work, setting priorities, and meeting critical time deadlines.

- Working independently in the absence of supervisor.
- Using English effectively to communicate in person, over the telephone, and in writing.
- Establishing and maintaining effective working relationships with employees and those contacted in the course of the work.
- Providing exceptional customer service to other District staff and the public.
- Effectively representing the District in meetings with the public.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Training other staff and volunteers in work procedures.
- Operating a motor vehicle safely.

EDUCATION AND EXPERIENCE:

Equivalent to graduation from high school and one (1) years of semi-skilled construction, maintenance or repair experience in parks, landscaped areas, general construction or facilities maintenance, depending upon the area to which assigned.

License:

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, to inspect various District and residential sites, and to walk on uneven terrain; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a field classification with frequent standing in work areas and walking between work areas as required. Wrist flexion and lateral rotation are necessary in combination with grasping to handle a snare and leash. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift, move, and carry animals that typically weigh up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels and controlled temperature conditions, although there may be occasional exposure to inclement weather conditions, noise, dust and potentially hazardous materials. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Employees work primarily in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, dust, fumes, waste products, mechanical and/or electrical hazards. Incumbents are required to work on all types of floor surfaces, in a variety of facilities, in varying temperatures. Incumbents may be exposed to blood and body fluids while cleaning and are required to wear appropriate attire for the area to which they are assigned.

Employees work primarily in the field and are regularly exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Employees primarily work outside in variable weather conditions and under exposure to potentially infectious diseases and hazardous physical substances.

WORKING CONDITIONS

May be available for regular standby assignments and work emergency overtime as required. Must be willing to work out of doors in all weather conditions and with exposure to traffic and potentially hazardous conditions and chemicals. Will be required to work on evenings, weekends and holidays on a rotational basis on an on-call or call-back basis, as needed.

Note: All employees of the Town of Discovery Bay Community Services District are designated by state law to be “Disaster Service Workers.” In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees’ normal work assignments and may continue through the recovery phase of the emergency.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 19, 2014

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Mission, Vision, Goals and Values Statement

Recommended Action

Adopt the Town of Discovery Bay Mission, Vision, Goals and Values Statement

Executive Summary

On September 19, 2007, the (then) Board of Directors discussed, considered, and approved a Mission, Vision, Goals and Values Statement (Statement) for the Town of Discovery Bay.

At the January 8, 2014 Board meeting and again at the February 1, 2014 Board Workshop, the Town of Discovery Bay's Mission, Vision, Goals and Values Statement was presented for consideration by the Board. At the Workshop, the Board made a number of recommended changes to the existing Statement, and those recommended changes are attached in strikeout/underline format in order that the changes may easily be evaluated.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

September 17, 2009 Adoption of Mission, Vision, Goals and Values Statement
February 1, 2014 Board Workshop

Attachments

Amended "DRAFT" Mission, Vision, Goals and Values Statement

AGENDA ITEM: F-1

The Town of Discovery Board has developed and articulated its mission, vision, goals and values. These ideals serve as an important guide as the Town of Discovery Bay business is conducted.

Mission:

- Provide effective and fiscally responsible municipal services in a manner which promotes a high standard of community life with a focus on the environment and the Delta in partnership with the community

Vision:

- Full service and sustainable community
- Grow in harmony with the environment and the Delta
- Ensure Assets and Facilities are maintained, serviceable, and in compliance with all regulatory laws, regulations and rules.
- Provide the highest quality of Provide Enhanced and/ Sustainable life now and for future generations

Goals:

- Responsible management of public funds
- ~~Balance economic prosperity and the P~~ preservation of our neighborhoods and natural resources
- Provide Timely, and effective and /transparent -communications between government and our citizens
- Continually improve the quality of our services
- Promote and protect Stewards of the environment
- Take Ppride in community assets
- Provide leadership while considering all points of view, to ultimately set policy and make decisions based on what is in the best interest of the entire community
- Recognize pioneers of the community

Values:

- Innovation
- Accountability
- Respect
- Integrity
- Professionalism



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 19, 2014

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Establishment of Community Foundation

Recommended Action

As Necessary

Executive Summary

At the January 8, 2014 Board meeting, discussions took place regarding the possible formation of a Community Foundation. At that meeting, while no formal action was taken, the Board expressed their general support in the establishment of a Foundation. It is still very early in the planning phase, and many more decisions will need to be made prior to the formation of the Foundation.

At the meeting on January 8^h, the Board did seek to determine if staff time and initial minimal funding can be used to assist in the planning and establishment of the Foundation. After conversing with legal staff, it was concluded that the District could, in fact, provide limited funding and in-kind support (staff time) to assist in its establishment.

Director Wiesen has recommended, as in the attached example "Memorandum of Understanding between the Brentwood Senior Citizens Club and the City of Brentwood", to create a local Community Center support group that would assist in the day-to-day operation of the Community Center. This group would be a 501(c)3 non-profit registered in the State of California.

Staff had believed that the Board envisioned a potential Community Center Foundation to raise funds for the Community Center (and/or other Community Programs), on a larger scale, and not become a part of the day-to-day operations of the Center itself. This group would also be a 501(c)3 non-profit registered in the state of California. A Community Foundation is described in the attachment.

At this time, staff is seeking input from the Board to determine the direction they would like for staff to pursue.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

N/A

Attachments

1. Memorandum of Understanding between the Brentwood Senior Citizens Club and the City of Brentwood
2. Community Foundation Description

AGENDA ITEM: F-2

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE BRENTWOOD SENIOR CITIZENS CLUB, INC.
AND THE CITY OF BRENTWOOD**

This Memorandum of Understanding ("MOU") is entered this ____ day of _____, 2010 ("Effective Date"), by and between the Brentwood Senior Citizens Club, Inc., a 501(c)3 non-profit in the State of California ("Club"), and the City of Brentwood, a municipal corporation of the State of California ("City") (collectively, the "Parties").

RECITALS

A. On June 24, 2008, the City Council approved Resolution No. 2008-1666 approving the Memorandum of Understanding between the City and The Brentwood Senior citizens Club, Inc., regarding running a wide variety of programs, activities, and services; approving a fee waiver for fiscal year 2007/08 in the amount of \$24,069.77 and a fee waiver as document in the MOU in an amount not to exceed \$13,000; and

B. On December 9, 2008, the City Council adopted Resolution 2008-284 approving a Memorandum of Understanding between the City of Brentwood and the Brentwood Senior Citizens Club, Inc. regarding running a wide variety of programs, activities, and services at the Brentwood Senior Activity Center and approving a fee waiver for the term of January 1, 2009 to June 30, 2009 in the amount of \$23,514.68; and

C. On June 9, 2009, the City Council adopted Resolution 2009-127 approving a Memorandum of Understanding between the City of Brentwood and the Brentwood Senior Citizens Club, Inc. regarding running a wide variety of programs, activities, and services at the Brentwood Senior Activity Center, and approving a fee waiver for fiscal year 2009/10 in the amount of \$47,029.36; and

D. The Parties desire to continue to memorialize their relationship in this MOU and to set forth their respective roles and obligations related to the City's support of the senior programs and services that the Club may run.

NOW, THEREFORE, IT IS HEREBY AGREED by the Parties as follows:

1. Responsibilities of the Club. Along with the terms and conditions of this MOU, the Club agrees to be responsible for and complete those items set forth in the attached Exhibit A, which is incorporated herein by this reference.

2. Responsibilities of the City. Along with the terms and conditions of this MOU, the City agrees to be responsible for and complete those items set forth in the attached Exhibit B, which is incorporated herein by this reference. For the term of this MOU the waiver of fees will be in an amount not to exceed \$41,989.20.

3. Relationship of the Parties. It is understood that this is an MOU by and between independent contractor(s) and is not intended to, and will not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of independent contractor.

4. Term. This MOU will commence on the Effective Date and, unless terminated earlier pursuant to this Agreement, will terminate June 30, 2011.

5. Indemnity. Except as to the sole negligence or willful misconduct of the Club, City will defend, indemnify and hold the Club, its officers, agents and employees, harmless from any and all loss, damage, claims, demands, liability, expense or cost, including reasonable attorneys' fees, which arises out of, or is in

any way connected with the performance of, the services by City or any of City's employees, agents or subcontractors, notwithstanding that the Club may have benefited from their services.

Except as to the sole negligence or willful misconduct of City, the Club will defend, indemnify and hold City, its officers, agents and employees, harmless from any and all loss, damage, claims, demands, liability, expense or cost, including reasonable attorneys' fees, which arises out of, or is in any way connected with the performance of, the services by the Club or any of the Club's employees, agents or subcontractors, notwithstanding that City may have benefited from their services.

The duty of the Parties to indemnify and save harmless as set forth herein, will include the duty to defend as set forth in Section 2778 of the California Civil Code. This Section 5 will survive the expiration of this MOU.

6. Insurance. Each Party will maintain comprehensive general liability insurance in the amount of one million dollars (\$1,000,000) combined single limit to protect the Parties, their officers, employees and agents against claims for bodily injury, and property damage arising from the any Party's participation in the activities described herein. The form of such insurance will be satisfactory to each Party and may include self-insurance at levels acceptable to all Parties. Each Party's policy or policies will name the other Party as additional insured. This Section 6 will survive the expiration of this MOU.

7. Non-discrimination. The Parties will comply with all applicable local, state and federal laws and regulations prohibiting discrimination and harassment.

8. Entire Agreement. This MOU and its Exhibits A and B set forth and contain the entire understanding and agreement of the Parties, and all oral or written representations, understandings or agreements are expressly stated in this MOU. No testimony or evidence of any such representations, understandings, or covenants will be admissible in any proceeding of any kind or nature to interpret or determine the terms or conditions of this MOU.

9. Amendments. Changes to the terms and conditions of this MOU will be made only by written amendment signed by the Parties.

10. Notices. All notices with respect to this MOU will be given by first class mail to the parties as follows:

City: City of Brentwood
Attention: Craig Bronzan, Director of Parks & Recreation
708 Third Street
Brentwood, CA 94513

Brentwood Senior Citizens Club, Inc.: Brentwood Senior Citizens Club, Inc.
Attention: Lynda Oliver
193 Griffith Lane
Brentwood, CA 94513

Or to such other persons, addresses or telephone numbers as the Parties may designate in writing from time to time.

11. Termination. Either Party may terminate this MOU, by delivery of written notice of election to terminate to the other Party. In the event of termination any unexpended funds will be returned to the Party that has contributed them.

12. Assignment. Neither Party will assign any right or obligation pursuant to this MOU without the written consent of the other Party. Any attempted or purported assignment without the written consent of the other Party will be void and of no effect.

13. Jurisdiction and Venue. Any action at law or in equity brought under this MOU for the purpose of enforcing a right or rights provided for by this MOU will be tried in a court of competent jurisdiction in the County of Contra Costa, State of California, and the Parties waive all provisions of law providing for a change of venue in these proceedings to any other county.

14. Paragraph Headings. Paragraph headings as used herein are for convenience only and will not be deemed to be a part of such paragraphs and will not be construed to change the meaning thereof.

15. Waiver. Waiver by either Party of any default, breach or condition precedent will not be construed as a waiver of any other default, breach or condition precedent or of any other right under this MOU.

16. Severability. If any term, provision, covenant, or condition of this MOU is ruled invalid, void, or unenforceable by a court of competent jurisdiction, this MOU will nonetheless remain in full force and effect as to all remaining terms, provisions, covenants, and conditions.

17. Maintenance of Records. Club will maintain complete and accurate records with respect to costs incurred under this MOU. All records will be clearly identifiable. Club will provide City with an account statement in accordance with non-profit funding no later than the thirty (30) days after termination date set forth in Section 4. The account statement shall include categorized revenues and expenditures and contributions made to local service and non-profit organizations.

18. Post-Evaluation Report. No later than thirty (30) days after the termination date set forth in Section 4 of the MOU, the Club and City shall prepare a written post-evaluation report ("Report") that evaluates the events of the preceding year.

19. Authority. The individuals executing this MOU represent and warrant that they have the right, power, legal capacity and authority to enter into and to execute this MOU on behalf of the respective legal entities of the Parties.

Brentwood Senior Citizens Club, Inc.:

City of Brentwood:

By: Lynda D. Oliver

By: _____

Donna Landeros, City Manager

Lynda D. Oliver

ATTEST:

By: _____

Margaret Wimberly, City Clerk

Brentwood Senior Citizens Club, Inc.
President

APPROVED AS TO FORM:

By: Damien B. Brower

Damien B. Brower, City Attorney

Exhibit A
Club Responsibilities

1. Administration:

The Club, its Board of Directors and its appointed representatives are solely responsible for administrative record keeping. This responsibility includes, but is not limited to, the development and revision of the following key documents:

- Club Articles of Incorporation: The Club has the sole responsibility for all Club Articles of Incorporation as per State and Federal rules and guidelines.
- Club Bylaws: The Club has the sole responsibility for all bylaws of the Club which includes regular or as needed revisions.
- Club Monthly Financial Statements/Records: The Club has the sole responsibility for all financial monthly reports and records, including the annual filing of Federal and State required documents. Failure to file such documents and maintain 501(c) 3 Non-profit status will result in the termination of this MOU.
- Club Elections/Directors: The Club has sole responsibility for all aspects of the Club Board elections, including selection of the slate of officers, ballot collection, ballot counting, and verification of ballot results as defined in the Club Bylaws.

2. Membership:

The Club is responsible for determining annual membership dues/fees including what, if any rights and/or privileges are associated with Club membership.

3. Excursions:

The Club is responsible for the selection of individual excursion destinations, execution of the various travel agency contracts, direct supervision during the actual excursion, along with payment of all fees, charges and insurance as they relate to each of the individual excursion(s).

4. Fundraising:

The Club is primarily responsible for the selection, development, and implementation of all of its fundraising activities. This includes the completion of all administrative requests, forms, permits, and/or payment of various fees/charges required by the City and/or other County and State agencies as necessary.

5. Newsletters/Flyers:

A. The Club is responsible for providing information to the City for the following areas of content for the Bi-monthly Senior Newsletter:

1. The cover guest editor story.
2. Information and details on upcoming Club excursions, activities, and programs.
3. Information and details on Club approved sponsors the Club to be promoted.
4. Any additional information mutually agreed upon by both parties.

B. As it relates to individual Club sponsored programs and activities, the Club is responsible for providing the City with information on various activity/program/events/socials planned. An annual calendar shall be created by the City and approved by each of the parties no later than December 31st of the previous year for the coming calendar year. In any case, the City has no obligation for the production of any promotional materials on behalf of the Club after the established deadlines.

6. Programs/Services:

The Club is responsible for the following programs, activities, and services as noted, subject to annual review and revision between the Parties.

- Twice Monthly Luncheons with Guest Speakers and/or Entertainment, including Bingo and Raffles
- Senior Excursions
- Monthly Monday Movies
- Twelve Social/Fundraising Events
- Monthly Book Banter Program
- Drop In Tuesday & Thursday Afternoon Pinochle
- AARP 55+ Driver Safety Classes(s)
- AARP Income Tax Assistance Program (February – April)
- Duplicate Bridge, Wednesday evenings
- Cooking & Knitting Classes
- Drop In Place to Paint Program
- Monthly Bunco
- Drop in Board and Wii games

Additional senior programs, activities, and/or services may be added during the term of this agreement only upon approval by the Senior Club Board of Directors and the City Manager.

For the items listed above, City agrees to provide use of the Brentwood Senior Activities Center and waive rental fees as described below. Except for the items listed above, requests for additional fee waivers will require submission of a City Request for Fee Waiver and/or Fee Reduction/Donation Application by the Club. The Club will be responsible for payment of application fees, deposits, cleaning fees and staff costs as these items are hard costs that cannot be waived.

Should the Club elect not to run one or more of the programs listed above, all supplies and equipment provided by the City, to the Club for the purpose of running the cancelled program(s), shall be returned to the City within 30 days of cancellation of the program(s).

7. Brentwood Senior Activity Center:

This senior facility is first and foremost for the use and enjoyment by seniors with the seniors having first priority on use. All bookings must be made no less than ninety days in advance. Second priority for use of this senior facility will be by the City, followed by use by the general public.

The Club is responsible for daily operations at the Brentwood Senior Activity Center which will include opening and closing the facility, providing volunteers and/or staff to conduct and support Club activities, programs, and services.

**Exhibit B
City Responsibilities**

1. The City, through its Parks and Recreation Department, ("Department") will retain a backup copy of the following key documents as provided by the Club on site in the Department office:

- Club Articles of Incorporation
- Club Bylaws

Additionally, the Department staff will assist the Club Board of Directors ("Board") with the preparation and distribution of the following key documents:

A. Club Monthly Meeting Agendas:

Club Monthly Meeting Agendas.

The assigned Department Recreation Supervisor coordinates the upcoming monthly agendas with the Club President no later than seven calendar days prior to the Board meeting, with the Board agenda being posted no later than five (5) calendar days prior to the second Tuesday of the upcoming month.

B. Club Monthly Meeting Minutes:

City staff is responsible for taking the Board minutes and for preparing the minutes for review by the Club President within five (5) working days after the monthly Board meeting. Minutes will be in an action, minute format. Upon completion of the monthly minutes, the assigned City administrative assistant will contact the Club President notifying him/her that the minutes are completed and ready for review. It is then the Club President's responsibility to review the minutes and return them to the administrative assistant for final corrections/changes within five (5) working days. Failure of the Club President to return corrections/changes within (5) working days will result in the minutes being submitted at staff's discretion. Upon completion, the minutes will be filed for distribution and approval in the next Senior Club Board Packet.

C. Club Monthly Financial Statements/Records:

City staff is responsible for guidance only in the development and refinement of the financial record system to be used by the Club.

D. Club Elections/Directors:

City staff is only responsible for Club election guidance; however staff will provide direct assistance in the development of the ballot format/form and distribution to the Club membership of a completed ballot packet.

2. Membership:

The Department is responsible for the collection and processing of Club membership annual fees. Membership dues collected by the City will be passed along to the Club in regular payment intervals, as received, throughout the year. Additionally, the City will provide administrative assistance to the Club in the development, publication, and distribution of membership promotional materials

3. Excursions:

The City is primarily responsible for the development of promotional flyers(s), accepting participant registration, and transferring of all excursion registration fees to the Club in regular payment intervals.

4. Fundraising:

The City is responsible for guidance during the selection and timing of events, assistance in the development of promotional flyer(s) and information regarding the fundraising event, and general guidance with the completion of all administrative application(s) permits, and related fees and forms. The City will provide staff support and guidance during the actual event for set up and clean up.

5. Monthly Luncheons:

The City is responsible to provide staff support for the Club's twice monthly luncheons. In partnership with the CC Café program, the City is responsible for pre-event room set up that includes registration tables, raffle prize table, public address system and appropriate music, table cloths, and pulling out the Club bingo equipment and ticket/supply box.

6. Newsletters/Flyers:

The City is primarily responsible for the publication of the bi-monthly senior newsletter, including layout and format, as well as content with the exceptions listed in Exhibit A to the MOU. The City is also responsible for the publication of specific activity flyers, program flyers, and informational flyers upon receipt of such flyers in a timely manner as mutually agreed upon by both parties, however, the City has no obligation after these receipt deadlines have passed if the flyers have not been submitted to the City.

7. City Programs/Services – The Department is solely responsible for the following recreation programs, activities, and services (except where a partnership is noted) which includes scheduling, promotion, staffing, registration, and evaluation:

Oldies but Goodies Program

Any programs and/or services offered in partnership with Liberty Adult Education

Senior Bocce Clinics, Leagues, and Tournaments

CC Café (in partnership with Contra Costa County Senior Nutrition Program)

Senior Brown Bag Program (in partnership with Contra Costa Food Bank)

8. Facilities:

The City will be responsible for custodial and maintenance of the Brentwood Senior Activity Center at no cost to the Club. The City will also provide building set up at the beginning of each day as programmed by the Club. Additional building set up requirements during the course of the day are subject to the availability of City staff.

Community Foundations

Community foundations are independent registered philanthropic institutions serving geographically defined territory, typically a city or administrative area (county, region and the like). The six main characteristics of the CFs are:

1. Act as grant-making foundations – e.g. give grants to support development projects
2. Their mission broadly defined (e.g. to improve quality of life in a community)
3. Serve geographically defined communities – a city, state, region, district or province
4. Are supported by a broad range of private as well as public donors and seek philanthropic contributions primarily from inside the community
5. Are governed by multi-sectoral local boards reflecting the community
6. Build capital endowment, which is an important element of sustainability

It is a combination of all these basic characteristics what makes true CF, although there are many other types of community organizations that have some of these characteristics.

Families, individuals, businesses, and nonprofit groups establish funds within community foundations into which they can contribute a variety of assets to be used for charitable purposes. The people or organizations that establish the funds can then recommend that grants be distributed, in the name of the fund or anonymously, to qualified nonprofit groups and schools. In the USA the donor receives a charitable deduction in the year that gifts are made into their funds, but not all countries where community foundations currently operate provide such incentives for donors. Increasingly, community foundations are hosting giving circles as a way to further support giving in their communities.

The assets of community foundations are pooled and invested, with donors typically having a choice of investment products.

The funds established at community foundations can be non-endowed or expendable funds (i.e., the corpus of the fund can be spent in its entirety) or they can be endowed, which limit distributions to the interest earned on the assets and/or the amount granted by the foundation as long as the corpus is not spent. Endowments last in perpetuity due to the corpus never being able to be spent.



Town of Discovery Bay

"A Community Services District"

AGENDA REPORT

Meeting Date

February 19, 2014

Prepared By: Rick Howard, General Manager
Submitted By: Rick Howard, General Manager *RH*

Agenda Title

Park Transfer Agreement Between the Town of Discovery Bay and Contra Costa County

Recommended Action

Informational Item Only

Executive Summary

As the Board is aware, the Town of Discovery Bay owns and maintains three parks in Town; Cornell, Regatta, and the Roberta Fuss Tot Lot. Slifer and Regatta Parks are owned by the County, but the maintenance of those parks is performed under contract by the County to the Town of Discovery Bay.

At the Board Workshop on February 1, 2104, Vice President Steele inquired about the status of the proposed Park Transfer Agreement.

Since 2012 the parties have been discussing the possibility of transferring the two county owned parks to the Town. Discussions, logistics, funding and negotiations have taken place. A draft agreement that has been created by the County and was presented to Town staff in September, 2013. At that time it was anticipated that the document would be released for official review by October 31, 2013. Unfortunately, however, that document has yet to be released by the County.

In conversations Town staff has recently had with County staff it appears that the document is winding its way through the County Counsel's Office. At this point, there is no planned date for when the agreement will be released for comment and consideration.

Staff continues to follow this subject and is in regular contact with County Staff.

Fiscal Impact:

Amount Requested \$ N/A

Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)

Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#

Previous Relevant Board Actions for This Item

Attachments

AGENDA ITEM: G-1



MONTHLY OPERATIONS REPORT

January 2014

Town of Discovery Bay, CA

1616 Days of Safe Operations

70,047 worked hours since last recordable incident

TRAINING:

Safety, Operations, & Equipment

Safety	Hours
Monthly Training consists of: Escape Routes and Procedures Take 5 Safety Tailgates (18) West Region Safety Council Call Monthly Regional Safety Webinar	3.0
Operations	
All Operators were trained on Fire Extinguisher (annual), Hazardous Materials, Automatic Control Valves, & Hazard Communications Scott Biocic, Fermin Garcia, and Blaise Tetio participated in a Cla Val training in Oakley	8.0

REPORTS SUBMITTED TO REGULATORY AGENCIES

Monthly Discharge Monitoring Report (DMR) Monthly electronic State Monitoring Report (eSMR) Annual Operations Report Annual Priority Pollutant Report Annual 503 BioSolids Report Annual Groundwater Report Semi-Annual (2 nd) Dioxin Report Chronic Toxicity 4 th Quarter Report Groundwater 4 th Quarter Report Monthly Coliform Report, California Department of Public Health (CDPH) Stage 2 Disinfection By-Product 4 th Quarter Report (CDPH) Chlorine Residual 4 th Quarter Report (CDPH)

WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
5	69.3	2,330	0

Note: Well 4 in lead and Well 5 in lag to offset specific conductivity

2013 Water Production Table (MG) by Month

January	February	March	April	May	June
69.3					
July	August	September	October	November	December

Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls
16	0	0	0

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>DEC Lab Data</i>	<i>JAN Lab Data</i>
Flow, MG Effluent, monthly total		40.71	41.08
Flow, MG Daily Influent Flow, avg.	N/A	1.39	1.30
Flow, MG Daily Discharge Flow, avg.	2.1	1.31	1.32
Effluent BOD ₅ , lbs/d, monthly avg.	350	25.1	24.0
Effluent TSS, lbs/d, monthly avg.	525	39.0	40.0
Effluent BOD ₅ , mg/L, monthly avg.	20	2.4	2.0
Effluent TSS, mg/L, monthly avg.	30	3.7	3.8
Total Coli form 7 day Median Max	23	4	2
Total Coli form Daily Maximum	240	4.5	2
% Removal BOD ₅ , monthly avg.	85% min.	98.0	97.8
% Removal, TSS, monthly avg.	85% min.	97.2	97.3
Electrical Conductivity, umhos/cm annual avg.	2100	2136 (YTD)	2138 (YTD)

Red -- new parameter added

National Pollution Discharge Elimination System (NPDES)

<u>NPDES Related</u>	<u>Permit Parameter</u>	<u>NPDES Parameter</u>	<u>Actual Parameter</u>
----------------------	-------------------------	------------------------	-------------------------

<u>Excursions</u>	<u>Limit</u>	<u>Result</u>
<u>0</u>		

Bacteriological Test Results:

<u>Routine Bacteria Samples Collected</u>	<u>No. Total Coliform Positives</u>	<u>No. Fecal/E. coli Positives</u>	<u>7-Day Median Excursion</u>
<u>9</u>	<u>0</u>	<u>0</u>	<u>0</u>

<u># of Active Lift Stations</u>	<u># of Inactive Lift Stations</u>	<u>Chemical Usage Polymer-gals</u>	<u>SSO</u>	<u>Wastewater Received (MG)</u>
15	0	115	0	40.22

COLLECTION:

- Flushed **969 ft.** of sanitary sewer lines, YTD **26,049 ft. 39.5%** completed
- CCTV **18,200 ft. 27.6%** completed (Deadline is May 2014)
- Inspected **5** manhole & covers. YTD **205**
- Vacuumed out Lakeshore lift station.
- Installed a new odor solenoid on the odor control bed at Newport lift station.
- Performed valve exercising
- Performed weekly lift station inspections.
- Inspected vaulted lift stations.

MAINTENANCE

Wastewater

- Replaced the parshall flume meters at both headworks and the UV lift station.
- Performed predictive vibration and ultrasound analysis on all the magna rotor brushes.
- Replaced two underground wasting valves to the digester.
- The panel view for BFP no.2 went out in Dec and was replaced this month.
- UV 3000+ on Dec 31, 2013 and was switched to UV 3000 on Jan 31, 2014.
- Conoco West installed a drain system on the UV 3000+ channel on Jan 31, 2014.

- Detected a coolant leak on the emergency generator at Plant no.1, Virgil hired a company to repair the leak.
- Wasting activated sludge pump no.2 motor at plant two went bad and needs to be repaired or replaced.
- Performed preventative maintenance.
- Pressure washed the clarifiers each week for algae removal.

Water

- Telstar calibrated Newport water treatment plant flow meters.
- Troubleshooting and repairing air leaks at Willow WTP filter station.
- Troubleshooted Well 1 and Well 2 Cla Val.
- Performed preventative maintenance.

Preventive and Corrective

Total # of WO's Completed	Total Hours
196	121

Work Order Back-Log

Aging 8 - 30 Days	Aging > 30 Days
39	46

Call & Emergency Responses

Call Outs	Emergencies
12	0

Personnel Hours & Overtime:

Regular Hours	Overtime
1440	58.75

TERMS

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT

VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



MONTHLY OPERATIONS REPORT

January 2014

Town of Discovery Bay, CA

1616 Days of Safe Operations

70,047 worked hours since last recordable incident

TRAINING:

Safety, Operations, & Equipment

Safety	Hours
<p>Monthly Training consists of: Escape Routes & Procedures Take 5 Safety Tailgates (13) West Region Safety Council Call Monthly Regional Safety Webinar</p>	3.0
Operations	
<p>All Operators were trained on Fire Extinguisher (annual), Hazardous Materials, Automatic Control Valves, & Hazard Communications Scott Biocic, Fermin Garcia, and Blaise Tetio participated in a Cla Val training in Oakley</p>	8.0

REPORTS SUBMITTED TO REGULATORY AGENCIES

- * **Monthly Discharge Monitoring Report (DMR)**
- * **Monthly electronic State Monitoring Report (eSMR)**
- * **Annual Operations Report**
- * **Annual Priority Pollutant Report**
- * **Annual 503 Bio-Solids Report**
- * **Annual Groundwater Report**
- * **Semi-Annual (2nd) Dioxin Report**
- * **Chronic Toxicity 4th Quarter Report**
- * **Groundwater 4th Quarter Report**
- * **Monthly Coliform Report, California Department of Public Health (CDPH)**
- * **Stage 2 Disinfection By-Product 4th Quarter Report (CDPH)**
- * **Chlorine Residual 4th Quarter Report (CDPH)**

WATER SERVICES

# of Active Wells	Water Produced (MG)	Chemical (Hypo) Delivered	Fire Hydrant Flushing
5	69.3	2,330	0

Note: Well 4 in lead and Well 5 in lag to offset specific conductivity

2013 Water Production Table (MG) by Month

January	February	March	April	May	June
69.3					
July	August	September	October	November	December

Bacteriological Test Results:

Routine Bacteria Samples Collected	No. Total Coliform Positives	No. Fecal/E. coli Positives	Brown Water Calls
16	0	0	0

WASTEWATER SERVICE

Wastewater Laboratory Analysis

<i>WW Effluent Parameter</i>	<i>Permit Limits</i>	<i>DEC Lab Data</i>	<i>JAN Lab Data</i>
Flow, MG Effluent, monthly total		40.71	41.08
Flow, MG Daily Influent Flow, avg.	N/A	1.39	1.30
Flow, MG Daily Discharge Flow, avg.	2.1	1.31	1.32
Effluent BOD ₅ , lbs/d, monthly avg.	350	25.1	24.0
Effluent TSS, lbs/d, monthly avg.	525	39.0	40.0
Effluent BOD ₅ , mg/L, monthly avg.	20	2.4	2.0
Effluent TSS, mg/L, monthly avg.	30	3.7	3.8
Total Coli form 7 day Median Max	23	4	2
Total Coli form Daily Maximum	240	4.5	2
% Removal BOD ₅ , monthly avg.	85% min.	98.0	97.8
% Removal, TSS, monthly avg.	85% min.	97.2	97.3
Electrical Conductivity, umhos/cm annual avg.	2100	2136 (YTD)	2138 (YTD)

WASTEWATER SERVICE

* **National Pollution Discharge Elimination System (NPDES)**

<u>NPDES Related Excursions</u>	<u>Permit Parameter</u>	<u>NPDES Parameter Limit</u>	<u>Actual Parameter Result</u>
<u>0</u>			

Bacteriological Test Results:

<u>Routine Bacteria Samples Collected</u>	<u>No. Total Coliform Positives</u>	<u>No. Fecal/E. coli Positives</u>	<u>7-Day Median Excursion</u>
<u>9</u>	<u>0</u>	<u>0</u>	<u>0</u>

<u># of Active Lift Stations</u>	<u># of Inactive Lift Stations</u>	<u>Chemical Usage Polymer-gals</u>	<u>SSO</u>	<u>Wastewater Received (MG)</u>
15	0	115	0	40.22

WASTEWATER SERVICE

COLLECTION:

- Flushed **969 ft.** of sanitary sewer lines, YTD **26,049 ft. 39.5%** completed
- CCTV **18,200 ft. 27.6%** completed
- Inspected **5** manhole & covers. YTD **205**
- Vacuumed out Lakeshore lift station.
- Installed a new odor solenoid on the odor control bed at Newport lift station.
- Performed valve exercising
- Performed weekly lift station inspections
- Inspected vaulted lift stations

WASTEWATER SERVICE

MAINTENANCE

* Wastewater

- * Replaced the parshall flume meters at both headworks and the UV lift station.
- * Performed predictive vibration and ultrasound analysis on all the magna rotor brushes.
- * Replaced two underground wasting valves to the digester.
- * The panel view for BFP no.2 went out in Dec and was replaced this month.
- * UV 3000+ on Dec 31, 2013 and was switched to UV 3000 on Jan 31, 2014.
- * Conoco West installed a drain system on the UV 3000+ channel on Jan 31, 2014.
- * Detected a coolant leak on the emergency generator at Plant no.1, Virgil hired a company to repair the leak.
- * Wasting activated sludge pump no.2 motor at plant two went bad and needs to be repaired or replaced.
- * Performed preventative maintenance.
- * Pressure washed the clarifiers each week for algae removal.

WASTEWATER SERVICE

MAINTENANCE

* Water

- * Telstar calibrated Newport water treatment plant flow meters.
- * Troubleshooting and repairing air leaks at Willow WTP filter station.
- * Troubleshooting Well 1 and Well 2 Cla Val.
- * Performed preventative maintenance.

WASTEWATER SERVICE

* Preventive and Corrective

Total # of WO's Completed	Total Hours
196	121

Work Order Back-Log

Aging 8 - 30 Days	Aging > 30 Days
39	46

Call & Emergency Responses

Call Outs	Emergencies
12	0

Personnel Hours & Overtime:

Regular Hours	Overtime
1440	58.75

TERMS

WWTP	WASTEWATER TREATMENT PLANT
WTP	WATER TREATMENT PLANT
WL	WILLOW LAKE
NP	NEWPORT
VFD	VARIABLE FREQUENCY DRIVE
WO	WORK ORDER
PLC	PROGRAMMABLE LOGIC CONTROLLER
L/S	LIFT STATION
SSO	SANITARY SEWER OVERFLOW
BOD	BIOLOGICAL OXYGEN DEMAND
TSS	TOTAL SUSPENDED SOLIDS
MGD	MILLION GALLONS PER DAY
mg/l	MILLIGRAMS PER LITRE
CCTV	CLOSED CIRCUIT TELEVISION
PPM	PARTS PER MILLION
RAS	RETURN ACTIVATED SLUDGE
WAS	WATSE ACTIVATED SLUDGE
UV	ULTRAVIOLET LIGHT



No Back Up
Documentation
For Agenda Item # I



No Back Up
Documentation
For Agenda Item # J



No Back Up
Documentation
For Agenda Item # K



No Back Up
Documentation
For Agenda Item # L-1

**STATE ROUTE 4 BYPASS AUTHORITY
Antioch - Brentwood - Oakley and Contra Costa County**

**JOINT EXERCISE OF POWERS AGENCY
MINUTES**

September 23, 2013

The special Board meeting of the STATE ROUTE 4 BYPASS AUTHORITY was called to order in the Tri Delta Transit Meeting Room, 801 Wilbur Avenue, Antioch, California, by Vice Chair Wade Harper at 6:41 P.M.

ROLL CALL

PRESENT: Federal Glover (Contra Costa County), Kevin Romick (Oakley), Robert (Bob) Taylor (Brentwood), and Vice Chair Wade Harper (Antioch)

ABSENT: Chair Mary N. Piepho (Contra Costa County)

STAFF: Dale Dennis, Program Manager

PUBLIC COMMENT

There were no comments from the public.

CONSENT ITEMS

On motion by Director Glover, seconded by Director Romick, the Authority unanimously adopted the Consent Items, as follows:

- A. APPROVED minutes of the August 8, 2013 Board meeting.
- B. APPROVED amendment to the Consulting Services Agreement with Parsons Brinckerhoff to extend the term to June 30, 2014 to continue to provide construction management support services as directed for SR4 (formerly SR4 Bypass) related projects (no payment limit increase); and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.
- C. APPROVED a \$35,960 amendment to the Consulting Services Agreement with Lucy Owens for right-of-way services for SR4 (formerly SR4 Bypass) related projects and extend the term to June 30, 2014; and AUTHORIZED the Secretary or designee to sign the amendment on behalf of the Authority.
- D. Assignment of Utility Easements to PG&E: THE AUTHORITY TOOK THE FOLLOWING ACTIONS:

1. DETERMINED that the assignment of 35 utility easements to Pacific Gas and Electric Company (PG&E) is in the public interest.
2. APPROVED the assignment of said 35 utility easements, pursuant to Government Code Section 25526.6.
3. AUTHORIZED the Secretary or designee to execute the 35 Assignment of Easement documents, attached to the staff report dated September 23, 2013, on behalf of the Authority.
4. DIRECTED the Contra Costa County Real Estate Division to deliver the 35 Assignment of Easement documents to PG&E for acceptance and recording.

DETERMINATION ITEMS

A. RECEIVE Status Report on the Projects on the Former SR4 Bypass

Program Manager Dale Dennis reported that the Sand Creek Road Interchange project was moving forward on schedule as was the Balfour Road Interchange project; the Contra Costa Transportation Authority (CCTA) was doing the construction management for the Sand Creek Road Interchange project and managing the design for the Balfour Road Interchange project. He also stated that CCTA was working with Caltrans and the Contra Costa Water District (CCWD) to allow the Los Vaqueros Pipeline to remain in place for the Balfour Road Interchange project. He reported that an agreement or agreements would need to be prepared with all involved parties to document the arrangement for that pipeline that would be left in place and that the terms of the existing agreement between the SR4 Bypass Authority and CCWD would change. He also stated that the CCTA had advertised the SR4/SR160 Connectors project and, as such, another significant project should be under construction in the next few months.

Director Taylor verified with Mr. Dennis that, with the pipeline being allowed to remain in place, it would save significant funds, in that the cost of relocating the pipeline had been estimated from \$6 to \$16 million.

Mr. Dennis stated that the relocation of the pipeline would have resulted in significant disruption to the golf course and traffic on Balfour Road. He also noted that there would still be a few million dollars in cost just to protect the pipeline in place.

BOARDMEMBER COMMENTS

There were no Boardmember comments.

CORRESPONDENCE

There was no correspondence.

ADJOURNMENT

Vice Chair Harper adjourned the meeting of the State Route 4 Bypass Authority at 6:45 P.M. to the next meeting scheduled for Thursday, October 10, 2013.

Respectfully submitted,

Anita L. Tucci-Smith
Minutes Clerk

**Discovery Bay
P-6 Zone Citizen
Advisory
Committee**



Office of Supervisor Mary N. Piepho
Contact: Karyn Cornell
181 Sand Creek Road, Suite L
Brentwood, CA 94513
925-240-7260

Respectfully submitted by: _____

DRAFT

The Discovery Bay P-6 Zone Citizen Advisory Committee serves as an advisory body to the Contra Costa County Board of Supervisors and the County Planning Agency.

Record of Actions

Meeting start time: 7:30 p.m.

Monday, October 14, 2013

- 1.) Meeting called to order by Chair Earl at 7:30 p.m. with All members present.**
- 2.) Public Comment:** Bill Pease introduced himself as the Director from the Town of Discovery Bay CSD appointed to attend the DB P6 Zone CAC Committee meetings.
- 3.) Review of Record of Actions of October 30, 2012 meeting:** Committee member Kane made a motion to accept the Record of Actions as prepared. Second made by Committee member Zeigler. Motion carried 5-0.
- 4.) Correspondence: (Key: R= Received S= Sent)**
None
- 5.) Old Business:**
 - a. Discuss DB P-6 Zone CAC Budget:** Lt. Johnson walked through the multi-year reflection of the 5 zones, which currently has approximately \$1.9million dollars. Discussion regarding varying cost of Deputy and SRO position from previous years. Discussion regarding the Air Support cost as well as the line item relating to Patrol cars and accessories.
 - b. Discuss Byron Union School District School Resource Officer Funding:** BUSD Superintendent Burnett provided an update that the District is currently looking for grant funding for the position but at this time there are not any District funds available to support the SRO position. Discussion of the benefit the position brings to the School District as well as the Community and the desire for P-6 funds to support the position through the end of the 2013/2014 school year but that a long term funding source must be identified. Motion made by Vice Chair Kane to write a letter to the Town of Discovery Bay CSD to request support in researching funds for the SRO position. Second made by Councilmember Zeigler. Motion carried 5-0.
- 7.) New Business**
 - a.) Monthly Activity Report (Lt. Johnson):** Lt. Johnson provided statistics for the previous few months with property crimes down in September from August. Lt. Johnson discussed the use of a Ranger position in the Delta Station, which adds another representative of the Sheriff's office in the area who is able to perform 80% of the task of a sworn Deputy. discussed the new tools

several of the Sheriff's vehicles have been equipped with that are able to scan license plates and provide information including whether or not they are stolen.

b.) Other new Business: None.

8.) Future agenda items/Committee Member Comments:

a.) DB P-6 Zone Budget

b.) Byron Union School District School Resource Officer Funding

9.) Adjourn: Meeting adjourned at 8:38p.m.

DRAFT

DRAFT



**CONTRA COSTA COUNTY
AVIATION ADVISORY COMMITTEE
MINUTES OF MEETING
November 14, 2013**

- MEETING CALLED:** Chair Mike Bruno called the meeting to order at 10:04 a.m. at the Director of Airport's Office.
- PRESENT:** **Mike Bruno, Chair**, CCC Airports Business Association
Derek Mims, City of Pleasant Hill
Rudi Raab, District I
Rich Spatz, At Large 2
Russell Roe, District II
Tom Weber, Vice Chair, District IV
Ed Young, Secretary, At-Large 1
- ABSENT:** **Janet Kaiser**, Diablo Valley College
Keith McMahon, City of Concord
Ronald Reagan, District III
- STAFF:** Keith Freitas, Director of Airports
Beth Lee, Assistant Director of Airports
- OPENING COMMENTS
BY CHAIR** All in attendance were introduced. Kristin Connelly was introduced as District IV's Chief of Staff.
- PUBLIC COMMENT
PERIOD:** Jack Davi, Experimental Aircraft Association (EAA) Chapter 393 member, has been working with the Young Eagles Program and they had over 600 children participate this period. Jack wanted to show his appreciation for the EAA's proactive outreach to the community especially related to the Young Eagles Program.
- APPROVAL OF
MINUTES:** **Moved by Rich Spatz; seconded by Tom Weber. Approved unanimously.**
- APPROVAL OF
CONSENT ITEMS:** **Moved by Tom Weber; seconded by Derek Mims. Approved unanimously.**

PRESENTATION/SPECIAL REPORTS: Aviation Advisory Committee (AAC) Tenant Recognition Award

1. Mount Diablo Pilots Association (MDPA) and EAA were nominated for their combined efforts on the Clubhouse. Maureen Bell accepted on behalf of MDPA. Bill Reining, President; and Scott Achelis, who headed up the project, accepted the award on behalf of the EAA Chapter 393.
2. Larry Rohrbacher, of Sterling Aviation, was nominated for his knowledge and helpfulness. Sterling Aviation was nominated for what they have done including recent work with the Patriot Jet Team Foundation. The nominations were combined with Larry accepting the award on behalf of Sterling Aviation.

DISCUSSION/ACTION ITEMS:

a. Items Pulled from Consent

None

b. Airport Noise Report & Statistics Report (September)

Tom Weber opened the item by stating that the AAC has a commitment to being attentive to noise issues even if the noise report is typically put on the agenda as a consent item.

- This has been a remarkable approach to get the number of noise complaints down to lower levels.
- Complaints will go up and down naturally; they are up this year.
- An atypical weather year and increase in operations also contribute to increased complaints.
- As activity increases it typically prompts more complaints.

Mike Bruno commented that in 2011-12 flight school activity was less than it is now, which may account for a portion of the increased noise complaints.

c. Sustainable Farm Update

Tom Weber referred to the attachment on the last page of the packet.

- Central Contra Costa Sanitary District (CCCSD) Board voted to move forward with the Sustainable Farm concept; no agreement has been approved yet.
- This will go to the Airport Land Use Commission (ALUC) for review.

AAC asked for a copy of the paper that was prepared for acceptable crops.

- Airport staff has a call in to get a copy.

Russ Roe wanted his opposition to the sustainable farm to go on record as he does not think this is a compatible land use near Buchanan Field.

d. Aviation Museum at Buchanan Field

Mike Bruno stated he was approached by a gentleman who wanted to build an Aviation Museum at Buchanan Field.

- Mike spent numerous hours talking to the gentleman about what it takes to develop on an airport.
 - As such, the interested party decided to pull the item at this time as he explores other options first.

e. East Ramp Hangar Painting Project

This item is a continuation from last meeting.

Russ Roe commented:

- Criticisms are meant to make sure same mistakes again do not happen again.
- Contractor was responsible for substrate adhesion.
- Recapped bid solicitation package information.
 - No requirement for Hazardous Materials Certified Contractors (would increase the cost by 5 to 7 times)
 - Engineering estimates \$140,000; proposals ranged between \$165,000 and \$625,000.
 - The \$60,000 consultant fees for a \$140,000 project were questioned.
 - County only performed testing after a dispute was raised by contractor.
 - Only 3-year guarantee for performance/quality.
 - Nowhere in the RFP does it state, nor imply, that all lead based paint must be removed-only speaks to portions (flaked, etc.) to be removed.
 - RFP did not ask for testing on paint surfaces before paint is applied only afterwards and expected contractor to know on sight what needed to be done.
 - Contractor was also wrong and should have used resolution process to negotiate extra funds for added work to fully remove paint.

Brian Balbas apologized on behalf of the Public Works Capital Projects Division.

- Not all the work done was for nothing as a lot can be used if the project moves forward.
- This is not the appropriate venue to do forensics now on this project.
- Would not have moved tenants out if they did not think the project was not going to proceed.
- Any further work will include working closely with Airports staff; Airport staff will be more vitally involved and take the lead in the future.

Mike Bruno further commented:

- What was most troubling was the amount of money spent on consulting versus project costs.
- Would like to get an itemized list of expenditures on the project to discuss at a future meeting.
- Felt the project is a failure.
- Found that in the past, like the runway project, you could contact Airport staff and get answers or they could find out and get back to you.
 - In this project got sense, from Capital Project Staff at last meeting, that they were the experts and they did not need to communicate to others.

- Also had no sense of timeline and sequence of events before moving project forward.
- No one could get answers.
- Purpose of what AAC is trying to accomplish:
 - Not to spend a lot of money for consultants especially compared to project cost.
- We are the customers and we should be treated as such.
 - Capital Projects did not handle the project properly.

Brian Balbas agreed that customer service should be key and will be working to improve process.

Tom Weber thanked Brian Balbas for coming today and Brian and Keith Freitas for working together.

- Both individuals who came to the last meeting took no accountability for process or admitted a mistake.
- Echoed desire for a cost breakdown for project to date.
- Also suggested getting clarity of roles for all parties involved in a combined project in the future.

Rudi Raab thanked Russ Roe for his efforts.

Derek Mims commented that there are a lot of resources out there that we have for projects. It did not appear that the party who wrote the bid specs knew what they were doing.

- We should promote and facilitate projects not create more hurdles.

Keith Freitas stated that the contractor did come back with a change order but the revised amount was too high, more than \$1 million, compared to original contract amount and there is limited flexibility for public contract changes.

Ed Young stated that going forward in order to make sure the spec is accurate so that we get what we need and it does not unduly increase costs (by over specifying).

Brian Balbas responded that is the intent but to some degree, all specs have a certain level of interpretation.

- Did learn from information and have better knowledge of what to apply for the project in the future.

Russ Roe commented that the last meeting's minutes were great and expects this meeting's minutes to be as well. Both meetings minutes should be filed away for future reference.

Russ further commented that the first question out of the packet should have been; does all the lead based paint have to be removed?

Mike Bruno commented that, in his experience, Airport staff does everything possible to help facilitate projects

UPDATES/ANNOUNCEMENTS

a. Airport Committee Update

No Report. Next meeting tentatively scheduled for December 2, 2013, at 2:00 pm.

b. What is happening at Buchanan Field & Byron Airports/Other Airports

Santa will not be skydiving in this year due to FAA added requirements.

- Looking for an aircraft that can bring Santa in.
- Tentative date is December 7 at 10:00 am.

c. Update from Airport Business Association

Mike Bruno reported:

- Business is really picking up.
- 1 to 2 new students a day are signing up for lessons.
- Sterling Aviation and Pacific States Aviation (PSA) are stepping up the game to attract new business and it is really starting to show.
 - PSA's flight training aircraft are averaging 100 hours a month; that's high.

d. AAC Announcements

Tom Weber reported:

- He received a call from Duane Allen about the new hangar rental process.
 - Tom also received specifics from Airport staff and will relay facts back to Mr. Allen.
- AAC terms that are ending.

e. Airport Staff Announcements

Keith Freitas reported:

- That after nine (9) months of operations staff vacancies, an offer will be made to three (3) people.
 - New employees should start in December.
- Just received notice of resignation of Accounting Technician.
 - Staff will start process to replace.

FUTURE AGENDA ITEMS

Cost Estimate of Hangar Painting Project

Update on Hangar Waiting List Process

ADJOURNMENT: The meeting was adjourned by the Chair at 11:15 a.m.



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes

Board of Directors Regular Meeting

Monday January 6, 2014 – 6:30 P.M.

Meeting Location: 3231 Main Street, Oakley

BOARD OF DIRECTORS		
Kevin Bouillon	Joel Bryant-President	Cheryl Morgan
Greg Cooper	Ronald Johansen-Vice President	Stephen Smith
Robert Kenny	Jonathan Michaelson	Joe Young

CALL TO ORDER- (6:30P.M.)

PLEDGE OF ALLEGIANCE- (6:30P.M.)

ROLL CALL- (6:32P.M.)

Directors Present: Bouillon, Bryant, Cooper, Kenny, Johansen, Michaelson, Morgan, Smith, Young

PUBLIC COMMENTS- (6:33P.M.)

There were three (3) Public Speakers – Mark Whitlock, Gil Guerrero & Ben Andres

CONSENT CALENDAR- (6:42P.M.)

C.1 Approve minutes from December 2, 2013 Regular Board of Directors Meeting.

C.2 Adopt a Resolution to Participate in Contra Costa County's Deferred Compensation Loans Employee Program

Motion by: Director Young to approve Consent Calendar Items C.1 & C.2

Second by: Director Cooper

Vote: Motion carried: 9:0

Ayes: Bryant, Bouillon, Bryant, Cooper, Kenny, Johansen, Michaelson, Morgan, Smith, Young

PUBLIC HEARINGS

NONE

DISCUSSION ITEMS

January 6, 2014 Minutes

Page 1 of 3

D.1 Receive Recommendation from the Finance Committee on Additional Revenue Required for Maintaining 5-Station Model. - (6:43P.M.)

There were no (0) Public Speakers

D.2 Receive Update on Community Meetings in January from Community Outreach-Education Committee. - (7:27.M.)

There were no (0) Public Speakers

D.3 Appoint Ad-Hoc Committee to Review Proposals and Recommend a Community Outreach Firm to the Board of Directors. - (7:43 P.M.)

There were no (0) Public Speakers

D.4 Adopt a Resolution to Contract with the City of Brentwood for Administrative Services. - (7:57 P.M.)

There was one (1) Public Speaker - Gil Guerrero

Motion by: Director Young to Adopt a Resolution to Contract with the City of Brentwood for Administrative Services
Second by: Director Smith
Vote: Motion carried: 8:1
Ayes: Bouillon, Bryant, Cooper, Kenny, Johansen, Michaelson, Morgan, Smith, Young
Abstained: Bryant

D.5 Receive Operational Update for December 2013- (8:15 P.M.)

INFORMATIONAL STAFF REPORTS

NONE

DIRECTORS' COMMENTS- (8:20P.M.)

Director Kenny – Would like to thank all the firefighter that participated in the Santa Events over the holidays, it was a pleasure to work with them all and the community.

Director Morgan – Would like to request that all Directors attend all the Community Meetings.

INFORMATIONAL REPORTS AND REQUESTS FOR FUTURE AGENDA ITEMS FROM BOARD MEMBERS- (8:20 P.M)

NONE

ADJOURN TO CLOSED SESSION ON THE FOLLOWING MATTERS: - (8:22P.M.)

1. Conference With Labor Negotiator Pursuant to Government Code Section 54957.6:
Agency designated representatives: Board President and Vice President
Employee Organizations: International Association of Fire Fighters, Local 1230, AFSCME
Local 2700, East County Fire Fighters Association (Reserves), Unrepresented Management.
2. Conference With Legal Counsel – Existing Litigation Pursuant to Government Code Section
54956.9: City of Brentwood, et al v. Robert Campbell, Contra Costa Sup. Ct. No. MSN 11-
1029.

REPORT ON THE CLOSED SESSIONS- (9:01P.M.)

Report from closed session: Item 1 – No action to report

Report from closed session: Item 2 – No action to report

**ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: February 3, 2014
(9:03P.M.)**

**Motion by: Director Bryant to adjourn to the next Regular Board Meeting scheduled:
February 3, 2014**



EAST CONTRA COSTA FIRE PROTECTION DISTRICT

Meeting Minutes

Board of Directors Special Meeting

Tuesday January 21, 2014 – 6:30 P.M.

Meeting Location: 3231 Main Street, Oakley

Remote Teleconference Location: 511 Hangar Ave Rm. 131, Fairfield, Ca. 94535

BOARD OF DIRECTORS		
Kevin Bouillon	Joel Bryant-President	Cheryl Morgan
Greg Cooper	Ronald Johansen-Vice President	Stephen Smith
Robert Kenny	Jonathan Michaelson	Joe Young

CALL TO ORDER: (6:30 P.M.)

PLEDGE OF ALLEGIANCE: (6:31 P.M.)

ROLL CALL: (6:31 P.M.)

Directors Present: Bryant, Cooper, Kenny, Morgan, Smith, Young

Directors Present via Teleconference: Bouillon

Directors Absent: Michaelson, Johansen

PUBLIC COMMENTS: (6:31 P.M.)

There were no (0) Public Speakers –

DISCUSSION ITEMS:

D.1 Approve a Professional Services Agreement with TBWB for Public Outreach and Education Consulting Services: - (6:32 P.M.)

There were no (0) Public Speakers –

Director Johansen arrived at 6:45 pm

MOTION TO: Approve a Professional Services Agreement with TBWB for Public Outreach and Education Consulting Services

AYES: Bouillon, Cooper, Kenny, Johansen, Smith, Young

NOES: Bryant

ABSENT: Michaelson

ABSTAIN: Morgan

D.2 Establish Ad Hoc Committee to Prepare Tax Rate Structure and Ballot Language for Potential Parcel Tax: - (7:00 P.M.)

There were no (0) Public Speakers

MOTION BY: Director Young to Establish an Ad Hoc Committee to Prepare Tax Rate Structure and Ballot Language for Potential Parcel Tax

SECOND BY: Director Smith

AYES: Bouillon, Bryant, Cooper, Kenny, Johansen, Morgan, Smith, Young

ABSENT: Michaelson

**ADJOURN TO THE NEXT REGULAR BOARD MEETING SCHEDULED: February 3, 2014:
(7:03 P.M.)**

MOTION BY: Director Bryant to adjourn to the next Regular Board Meeting scheduled:
February 3, 2014



No Back Up
Documentation
For Agenda Item # N



No Back Up
Documentation
For Agenda Item # 0